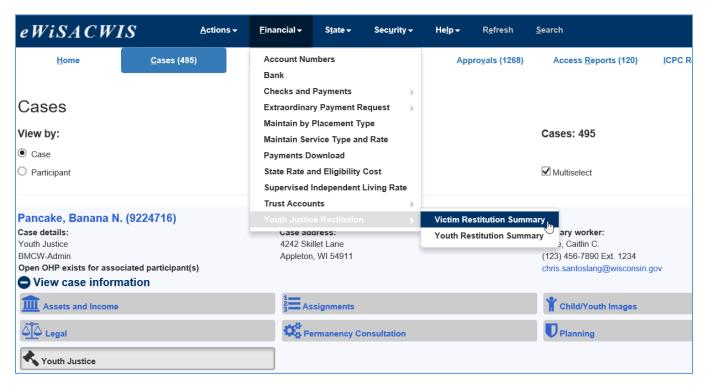
Victim Restitution Summary

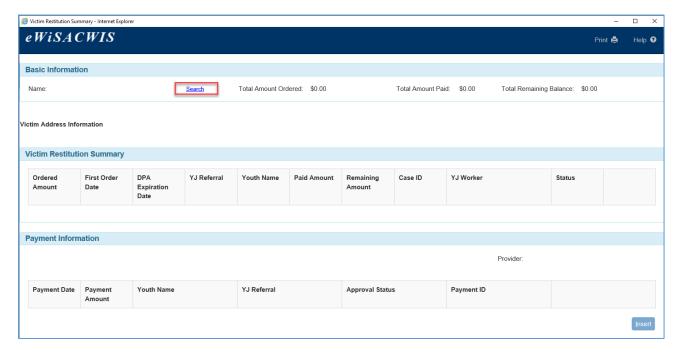
The Victim Restitution Summary is a central location to document Youth Restitution Payments, Community Service completed for all referrals a youth is identified on.

To view the Victim Restitution Summary page, select the Financial menu then select Youth Justice Restitution. Click on Victim Restitution Summary to open the page.



1. Click the 'Search' hyperlink to select a Victim from a YJ Referral to view all Restitution owed along with any documented payments.

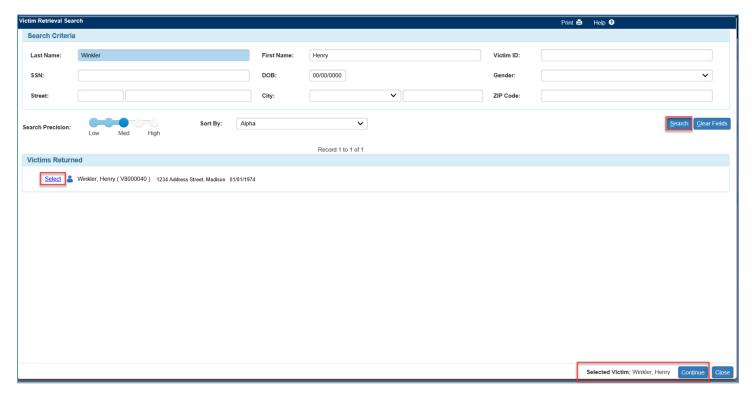
Note: Security is required to search/view Victims. They are not in Person Management and are county specific.



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- 2. On the Victim Retrieval Search page type enter the Last Name, First Name, or Victim ID to search for a Victim that has been previously entered on the YJ Referral or Youth Justice Case Information page. Last Name is required unless a Person ID is entered. All other search fields are optional.
 - a. Click 'Search' when all search criteria are entered.
- 3. Victims Returned will display any potential matches. If no matches are found, refine the search criteria and click 'Search' again.

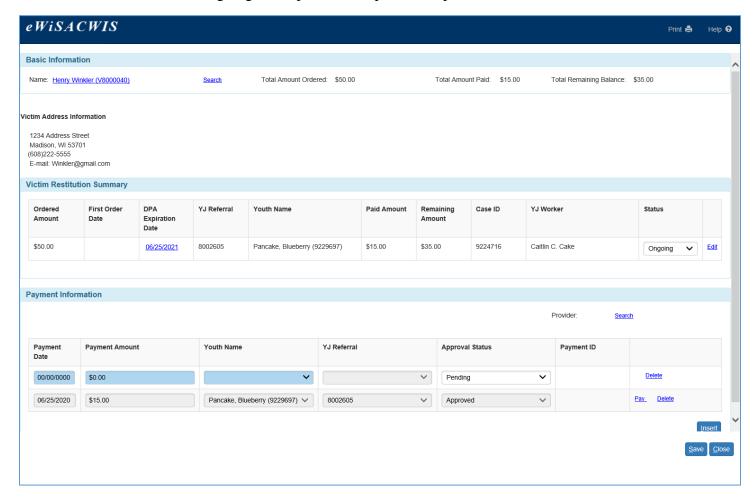
Note: Only Victims created in the designated county will be returned. Additional security required.



- 4. To select a Victim, click the Select hyperlink and click 'Continue'.
- 5. To exit the search, click 'Close'.
- 6. The Basic group box will display prefilled information.
 - a. Name: The name of the Victim selected in a hyperlink to their Person Management record.
 - b. Total Amount Ordered: Total amount ordered from the Victim Claims.
 - c. Total Amount Paid: Total amount paid that is documented in the Payment Information group box on the Victim Restitution Summary page.
 - d. Total Remaining Balance: The amount of restitution still owed to the Victim.
- 7. The Victim Restitution Summary group box shows restitution documented on the .
 - a. Order Amount: Prefilled with the total Restitution Ordered per referral for the selected Victim.
 - b. First Order Date: The first documented order date documented on the Victim Claim(s).
 - c. DPA Expiration Date: The documented Expiration Date if a DPA is entered.
 - d. YJ Referral: YJ Referral number of the restitution Victim Claim(s).
 - e. Youth Name: Identified Youth documented on the YJ Referral or Case Information Page
 - f. Paid Amount: Total amount paid for a referral through today.
 - g. Remaining Amount: Balance remaining for a referral though today.
 - h. Case ID: Case the YJ Referral is linked to.
 - i. YJ Worker: The Name of the worker who has a Youth Justice assignment type to the case linked to the YJ Referral. In situations when multiple YJ workers are assigned to the same case, the system will prefill the name of the most-recently assigned worker.

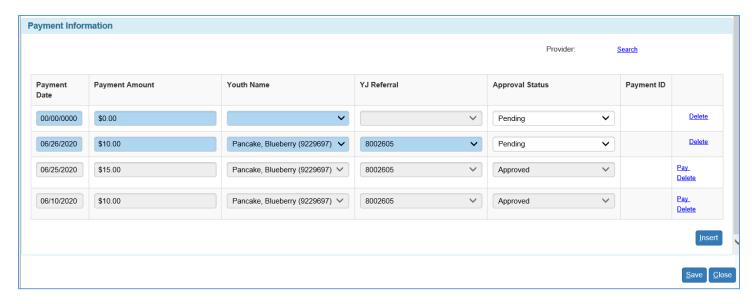
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j. Status: User selected fields to document the status of the restitution claim(s) for a YJ Referral. Defaulted to Ongoing. Completed or Expired are options as well.



- 8. The Payment Information group box can be used to document payments made to a Victim from the county either manually or through the Application. The payments entered here will update the totals on this page.
 - a. To enter a new payment, click the 'Insert' button.
 - b. Fill in the 'Payment Date, 'Payment Amount', 'Youth Name' (select from available drop down), 'YJ Referral' (select from available drop down), and 'Approval Status' (Pending or Approved).
 - c. Click 'Save' to update the page with the payment information.
 - i. The Delete hyperlink can be used to remove a payment row before or after save. A confirmation message will display verifying the deletion.
- 9. Saving an "Approved" payment will display a Pay hyperlink to pay the victim from the Application utilizing the Payment Request page. A Restitution Provider (Private Provider specifically created for a Victim) will need to be created and approved prior to clicking the Pay hyperlink. Once a Restitution Provider is created, the Restitution Provider can be linked to the payment(s) documented by clicking the Provider hyperlink. For more information on creating a Restitution Provider (Victim) and the Pay hyperlink to make a payment through the application, see the Victim Payments user guide.
- 10. Once a Payment Request has been created for the Victim using the Pay hyperlink the 'Payment ID' will update upon save with either the Payment ID hyperlink or a Cancel hyperlink that will display a view of the Payment Request for workers that have security.

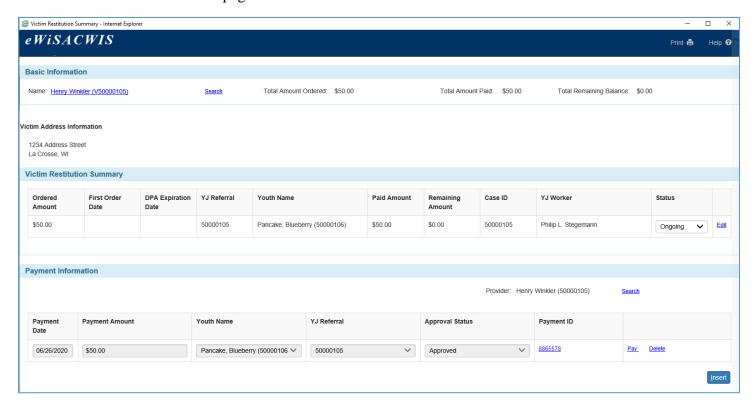
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- 11. Provider Search will launch when the Provider hyperlink is clicked.
 - a. Only Victims added as Restitution Providers will display and only for the designated county.

Note: PLEASE VERIFY THE PROVIDER SELECTED IS THE SAME VICTIM AS LISTED ON THE VICTIM RESTITUTION SUMMARY. If the wrong Provider is selected, that Provider will be used to create the payment in the Application.

- 12. After a payment has been entered and approved and the Victim Restitution Summary page is saved, the Payment ID will update in the Payment ID column. If the payment is cancelled, a Cancelled hyperlink will display.
- 13. Click 'Close' to exit the page



Related User Guides:

Select the Youth Justice Category at: https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/case-work

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